Welcome to EPS, Inc.'s SUCCESS WITH TRACS
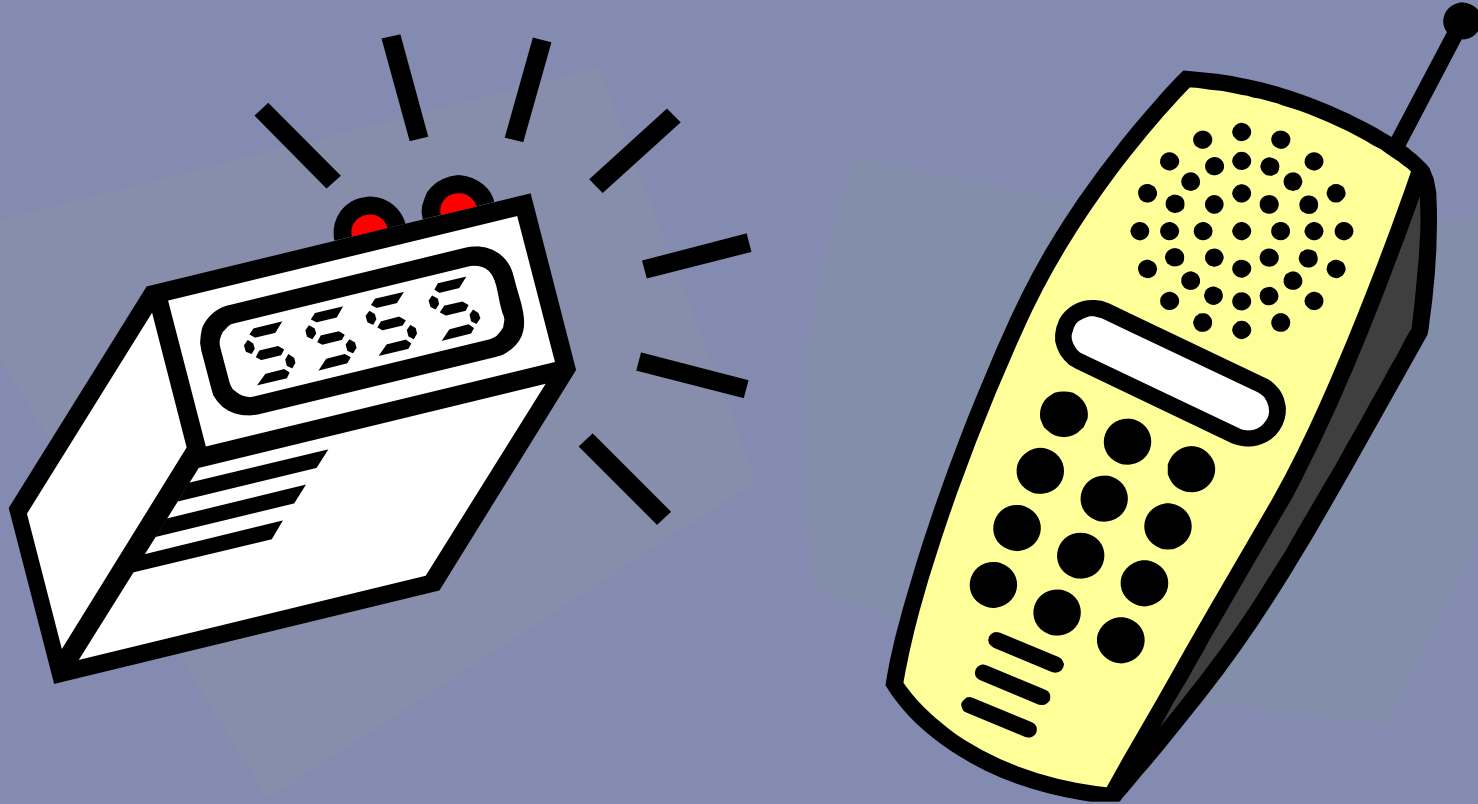

Thursday, September 11, 2008

EPS, Inc., 19 Gregory Drive, Suite 200, South Burlington, VT 05403

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Please turn off or mute cell phones and pagers

For your neighbors sake, Please keep side conversations to a minimum

Ch – Ch – Ch – Ch - Changes

Many changes which will affect your work with certifications, with TRACS and with access to HUD systems, are coming within the few months.

One of the biggest changes is that TRACS actually had money for developing and improving various HUD systems.

The developments and improvements mean that we will also have to change the way we do some things.

Ch – Ch – Ch – Ch - Changes

My goal is to discuss three of the significant changes:

iMAX – HUD's new system to transfer TRACS files

TRACS version 202C, which includes many changes to occupancy practices and routines.

The EIV system (time permitting)

Ch – Ch – Ch – Ch – Changes

TRACSMail is going away at the end of this year.

You now use TRACSMail to send all of your TRACS files to your Contract Administrator, whether the CA is HUD, MSHDA or a Traditional Contract Administrator.

The system replacing TRACSMail is called iMAX.

Ch – Ch – Ch – Ch – Changes

202C represents a significant change in some occupancy issues as well as significant changes to TRACS. Even with the material we cover today, I recommend you seek out occupancy training as well.

When do the changes take place?

EIV = now.

iMAX = October 13th.

202C = HUD schedule (perhaps January)

Ch – Ch – Ch – Ch - Changes : iMAX

iMAX will use the internet to do all of your TRACS file transfers. We are all hoping the system is much more reliable than TRACSMail.

The iMAX system is scheduled to become operational on October 13, 2008 and TRACSMail will go away at the end of January, 2009.

We are also hoping that your software vendor will build iMAX into the TRACS software you use, so that the transition is easy for you.

Ch – Ch – Ch – Ch - Changes : iMAX

If you have high-speed internet, then it's likely you will no longer need a modem. If you still access the internet through a modem, don't get all excited and throw it away!

You will not need to change your TRACSMail ID and password. iMAX and TRACS will continue to recognize the one you have now.

You will need to access iMAX through HUD's Secure System. This is a big and important change!!

Ch – Ch – Ch – Ch - Changes : iMAX

Secure System Access

The official name of the Secure System is WASS.

Do you have an M-ID (or I-ID) which allows you access to WASS?

If you can now sign on to look at TRACS information and other systems like EIV, you do.

Ch – Ch – Ch – Ch - Changes : iMAX

If you currently have access to TRACS on the WASS system, iMAX will automatically be added.

Homes & Communities
U.S. Department of Housing and Urban Development

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Tools

Tenant Rental Assistance Certification System (TRACS)

TRACS is a HUD computer system developed to help improve financial controls over assisted housing programs by automating manual procedures and incorporating automated controls.

▸ **Apply for user ID and Password**
▸ **Secure Sign-in**
▸ **Industry User Guide** for TRACS Internet Applications

   ▸ **Whats New** with TRACS Internet Applications

▸ **Industry Quick Reference Guide** for TRACS Manual Voucher Submission
▸ **Documents** **UPDATED**
▸ **Discussion Forum**
▸ **Announcements** **UPDATED**
   ▸ **Archived announcments prior to 2007**
▸ **Enterprise Income Verification (EIV)**
▸ **TRACS Industry Meetings**

Information by State

What's New

The Office of Housing is pleased to announce the launch of the new **Enterprise Income Verification (EIV) system website** for Multifamily Housing Program users. Accessible via Housing's **Rental Housing Integrity Improvement Project (RHIIP) website,** the new EIV website currently provides EIV system capability and background information. instructions for accessing the EIV system data, required certification application forms, and system security measure requirements.

Want More Information?

If you have a question about TRACS, **e-mail us**. To submit questions about other HUD programs click on "contact us' on the brown topics bar on the left side of the page.

Additional **TRACS Information**

https://hudapps.hud.gov/wass/mainmenu/mainmenu_page.jsp

Live Search

Secure Systems Main Menu

Page ▼ Tools ▼

Secure Systems Main Menu
https://hudapps.hud.gov/wass/mainmenu/mainmenu_page.jsp

Secure Systems

Main ch | home | logout

Welcome FREDERICK HUTCHINS

system administration
- **Business Partners Maintenance**
- **Password Change**
- **Property Assignment Maintenance**
- **User Maintenance**

systems
- **Enterprise Income Verification (EIV)**
- **Financial Assessment Subsystem - Multifamily Housing (FASSUB)**
- **Line of Credit Control System (eLOCCS)**
- **Physical Assessment Subsystem (PASS)**
- **Real Estate Management System (REMS)**
- **Tenant Rental Assistance Certification System (TRACS)**
- **Voucher Management System (VMS)**

Systems

- Enterprise Income Verification (EIV)
- Financial Assessment Subsystem - Multifamily Housing (FASSUB)
- Line of Credit Control System (eLOCCS)
- Physical Assessment Subsystem (PASS)
- Real Estate Management System (REMS)
- Tenant Rental Assistance Certification System (TRACS)
- Voucher Management System (VMS)

System Administration

- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

javascript:setForm('/HUD_Systems/redirectToTRACS.cfm','TRACS')

Internet

100%

Start   Sent - Thunder...   [Fwd: Re: [Fwd...   Microsoft Power...   Secure Syste...   1:16 PM

Ch – Ch – Ch – Ch - Changes : iMAX

If you cannot sign in, you will need to work with the person or people in your organization, who are responsible for providing user access to WASS.

HUD anticipates there will be a last-minute rush of people signing up for M-ID's this fall.

Be smart – do it now! If you cannot use iMAX, you can't get your TRACS files and Voucher file to your Contract Administrator.

And that's not good…… $$$$$$$$$$$$$$$$$$$$$$$$$

Ch – Ch – Ch – Ch - Changes : iMAX

The TRACS Hotline (the Multi-Family Help Desk) can assist you with WASS issues.

Multi-Family Help Desk: 1-800-767-7588

WASS Help Desk: 1-888-245-4860

Both numbers can be used for questions about signing up on the WASS system.

Ch – Ch – Ch – Ch - Changes : 202C

202C refers to TRACS Version 202C.

We are all currently using TRACS Version 202B.

TRACS 202C was scheduled to be implemented on October 13th (the same time as iMAX). Because OMB has not yet approved the new 50059 and 52670 forms, that date has been delayed. No new firm date has been announced.

202C will be implemented, and will run concurrently with 202B for three months. EPS will accept both file types.

Ch – Ch – Ch – Ch - Changes : 202C

When TRACS 202C is implemented, various important changes to the 4350.3 Handbook, and other changes will now be reported in TRACS.

The 202C changes generically refer to changes in the structure of the TRACS record and to changes in the way TRACS edits information and generates error messages.

The overall impact is much bigger, though, because it will result in changes to the 50059 and HAP voucher (especially adjustments), a new 50059 - A form, mid-month interims, when certs will be accepted, new codes and many other rule and process changes.

Ch – Ch – Ch – Ch - Changes : 202C

The 202C change will also change some of the process and procedures you have learned, which you use every month when certifying tenants.

Household:

•New waiver codes, which allow those with approved exceptions to move in. All exceptions are HUD – approved; some locally, some in DC.

The codes are:

- AGE – Age waiver for elderly properties
- INC – Admission of over-income tenants per 4350.3, 3-8

Ch – Ch – Ch – Ch - Changes : 202C

- NEAR – Near Elderly

- DSBL – Waiver for non-disabled into disabled prop.

- OTH – Not covered by other codes

Members:

- Shared Custody of Dependents can now be reported more accurately, using the new Special Status Codes for Dependent allowance and child care (J), or no Dependent allowance and child care (C), and K, which allows the child to be counted in Income Limits and Unit Size.

Ch – Ch – Ch – Ch - Changes : 202C

The J code: receives Dependent Allowance and child care if applicable. Must also be reported with K code, which affects unit size and income limits.

The C code: Does NOT receive Dependent Allowance; does receive child care if applicable. Should be reported with K code, which affects unit size, if custody is shared a minimum of 50% of the time. If just reported as C, the household receives no Dependent allowance, child care can be counted, income limits and unit size are not affected.

Ch – Ch – Ch – Ch - Changes : 202C

Therefore, the only acceptable values on a 50059 are JK, C, or CK. K can never appear by itself.

Ch – Ch – Ch – Ch - Changes : 202C

More Members:

•Race and Ethnicity codes will be reported for each family member.

•Added a "Declined to report" choice if a tenant declines to report their Race and Ethnicity.

•Student Status will now be collected by TRACS.

•A new termination code has been added for households terminated as a result of the student rule.

Ch – Ch – Ch – Ch - Changes : 202C

- Non-Citizens rule:

  - New code, ND, for No Documentation. Any member with ND is treated as ineligible during pro-ration.

  - F (full assistance pending verification) and P (prorated assistance) have been redefined.

  - Basic Rent field has been added, allowing accurate proration for 236's with Section 8, RAP or RSP.

Ch – Ch – Ch – Ch - Changes : 202C

- Non-Citizens rule:

  - T (Temporary deferral) code redefined – only applies to member of Household seeking asylum or who is a refugee; Household must have been in residence since 1995.

  - NCR calculation spreadsheet available.

Ch – Ch – Ch – Ch - Changes : 202C

- Move-outs, death of sole family member:

    - MO date is what it is, but subsidy may only be claimed through the earlier of the the DoD or up to 14 days thereafter.

    - The correct TRACS entries for such certifications are limited to a move-out specifying the actual M-O date, not a termination followed by a M-O.

    - Dates of Death appear in EIV; there have been instances when properties, for whatever reason, have reported Dates of Death well after the actual dates. That practice, when noticed, will definitely catch everyone's attention.

Ch – Ch – Ch – Ch - Changes : 202C

- Market Rent Move-outs:

  - Can now be submitted to TRACS. Properties can now get MO records on TRACS for tenants who have been moved to Market for failing to follow Section 8 rules, or have simply gone over income.

  - Special Claims for such tenants will now be supported by the appropriate records in TRACS.

  - The functionality is discussed in the new chapter 4 of the TRACS MAT guide.

Ch – Ch – Ch – Ch - Changes : 202C

- Terminations:

  - New "DS" terminations code for Double Subsidy.

  - When selected, the new code terminates subsidy for the tenant on the effective date, instead of beginning the following day.

  - The functionality is discussed in the new chapter 4 of the TRACS MAT guide.

  - The new code should only be used when the prior cert is a Move-in or an Initial certification.

  - New Error code: MA002 – Apparent Double Subsidy.

Ch – Ch – Ch – Ch - Changes : 202C

- New rules on timing of certifications:

  - No gross rent changes in the month they are effective. For example, a GRC effective 8/1/2008 cannot go on the 8/1/2008 Voucher.

  - The only certifications which CAN go on the current voucher are AR's, IR's and IC's.

  - Move-ins, Move-outs, Terminations, Unit Transfers and Gross Rent Changes will only be accepted retroactively.

  - Be aware – timing rules differ for different subsidy types. See the following chart for guidance. The chart is in the Vouchers in TRACS doc.

Section 8, PAC, PRAC

This chart provides an example of what happens when a voucher is created. The example shows the first month that a given cert may appear on the voucher.					
Cert Type	**Section 8, PAC, PRAC**				
	Eff July 1	Eff July 2-10	Eff July 11-31	Eff Aug 1	Eff Aug 2-10	Eff Aug 11-31
	Voucher Month				
AR	July assumes AR was completed when July voucher was created	N/A	N/A	Aug assumes AR was completed when Aug voucher was created	N/A	N/A
IR	July assumes IR was completed when July voucher was created	September	September	August assumes IR was completed when Aug voucher was created	October	October
IC	July assumes IC was completed when July voucher was created	September	September	Aug assumes IC was completed when Aug voucher was created	October	October
MI	August	September	September	September	October	October
MO	August	September	September	September	October	October
TM	August	September	September	September	October	October
GR	August	September	September	September	October	October
UT	August	September	September	September	October	October

	This chart provides an example of what happens when a voucher is created. The example shows what certs may appear on the August voucher.					
Cert Type	**Section 8, PAC, PRAC**					
	Eff July 1 or earlier	Eff July 2-10	Eff July 11-31	Eff Aug 1	Eff Aug 2-10	Eff Aug 11-31 or later
AR	Yes	N/A	N/A	Yes	N/A	N/A
IR	Yes	No	No	Yes	No	No
IC	Yes	No	No	Yes	No	No
MI	Yes	No	No	No	No	No
MO	Yes	No	No	No	No	No
TM	Yes	No	No	No	No	No
GR	Yes	No	No	No	No	No
UT	Yes	No	No	No	No	No

RAP and Rent Supp

This chart shows the first month that a given cert may appear on a voucher		
Certification Effective	**RAP / Rent Sup**	
	Aug 1	Aug 2-31
First Possible Voucher Month		
AR	August	NA
IR	August	September
IC	August	September
MI	August	September
MO	September	September
TM	September	September
GR	August	September
UT	August	September

This chart provides an example of what happens when a voucher is created. The example shows what certs may appear on the August voucher.						
Cert Type	**Rent Supp and RAP**					
	Eff July 1 or earlier	Eff July 2-10	Eff July 11-31	Eff Aug 1	Eff Aug 2-10	Eff Aug 11-31 or later
AR	Yes	N/A	N/A	Yes	N/A	N/A
IR	Yes	Yes	Yes	Yes	No	No
IC	Yes	Yes	Yes	Yes	No	No
MI	Yes	Yes	Yes	Yes	No	No
MO	Yes	Yes	Yes	No	No	No
TM	Yes	Yes	Yes	No	No	No
GR	Yes	Yes	Yes	Yes	No	No
UT	Yes	Yes	Yes	Yes	No	No

Ch – Ch – Ch – Ch - Changes : 202C

•TRACS will begin accepting move-outs which will correct the HQ-generated move-out date.

•TRACS will accept dates other than the first of the month for IR's, when one household becomes two or when one household member joins a different household.

•TRACS and your software will now accept asset values of seven places. (Wow – that's millions!)

Ch – Ch – Ch – Ch - Changes : 202C

- New 50059

Ch – Ch – Ch – Ch - Changes : 202C

Certification Summary from Page 2			
Name of Project	Unit Number	Effective Date	Certification Type
Head of Household	Total Tenant Payment	Assistance Payment	Tenant Rent

Tenant Signatures			
Head of Household	Date	Other Adult	Date
Spouse / Co-Head	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date

Owner/Agent Signature	
Owner/Agent	Date
☐ Check this box if Tenant is unable to sign for a legitimate reason	Anticipated Voucher Date

Previous versions of this form are obsolete.
This form also replaces HUD-50059-D, -E, -F, & -G.

Page 1 of __

form HUD-50059 (12/2007)
HB 4350.3 Rev 1

Ch – Ch – Ch – Ch - Changes : 202C

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures

U. S. Department of Housing And Urban Development
Office of Housing
Federal Housing Commissioner

For Personal Records ONLY - not for Submission to the Federal Government

Record for Landlords
(Exp. xx/xx/xxxx)

Section B. Summary Information

1. Project Name	13. Effective Date	23. Unit Number
2. Subsidy Type	14. Anticipated Voucher Date	24. No. of Bedrooms
3. Secondary Subsidy Type	15. Next Recertification Date	25. Building ID
4. Property ID		26. Unit Transfer Code
5. Project Number	16. Project Move-In Date	27. Previous Unit No.
6. Contract Number	17. Unit Move-In Date	28. Security Deposit
7. Telecom Address	18. Certification Type	29. Basic Rent
8. Plan of Action Code	19. Action Processed	30. Market Rent
9. HUD-Owned Project?	20. Correction Type	31. Contract Rent
10. FIPS County Code	21. Cert. Correction Date	32. Utility Allowance
11. Previous Housing Code	22. Prev. Subsidy Type	33. Gross Rent
12. Displacement Status		

Section C. Household Information

34. No.	35. Last Name	36. First Name	37. MI	38. Rel.	39. Sex	40. Race	41. Eth.	42. Birth Date	43. Special Status	44. Student Status	45. ID Code (SSN)	46. Elig. Code	47. Alien Reg. Number	48. Age at Cert.	49. Work Codes
01															
02															
03															
04															
05															
06															
07															
08															

50. Family is Mobility Impaired?	53. Number of Family Members	57. Expected Family Addition - Adoption
51. Family is Hearing Impaired?	54. Number of Non-Family Members	58. Expected Family Addition - Pregnancy
52. Family is Visually Impaired?	55. Number of Dependents	59. Expected Family Addition - Foster Children
	56. Number of Eligible Members	

60. Previous Head Last Name	63. Previous Effective Date
61. Previous Head First Name	64. Previous Head ID
62. Previous Head Middle Initial	65. Previous Head Birth Date

Section D. Income Information | Section E. Asset Information

66. Mbr. No.	67. Income Type Code	68. Amount	69. SSN Benefits Claim No.	75. Mbr. No.	76. Description	77. Status	78. Cash Value	79. Actual Yearly Income	80. Date Divested

70. Total Employment Income
71. Total Pension Income
72. Total Public Assistance Income
73. Total Other Income
74. Total Non-Asset Income

81. Cash Value of Assets
82. Actual Income from Assets
83. HUD Passbook Rate
84. Imputed Income from Assets
85. Asset Income

Section F. Allowances & Rent Calculations

86. Total Annual Income
87. Low Income Limit
88. Very Low Income Limit
89. Extremely Low Income Limit
90. Current Income Status
91. Eligibility Universe Code
92. Sec. 8 Assist. 1984 Indicator
93. Income Exception Code
94. Police / Security Tenant?
95. Survivor of Qualifier?
96. Household Assistance Status

97. Deduction for Dependents
98. Child Care Expense (work)
99. Child Care Expense (school)
100. 3% of Income
101. Disability Expense
102. Disability Deduction
103. Medical Expense
104. Medical Deduction
105. Elderly Family Deduction
106. Total Deductions
107. Adjusted Annual Income

108. Total Tenant Payment
109. Tenant Rent
110. Utility Reimbursement
111. Assistance Payment
112. Welfare Rent
113. Hardship Exemption
114. Waiver Type Code

Previous versions of this form are obsolete.
This form also replaces HUD-50059-D, -E, -F, & -G.

Page 2 of __

form HUD-50059 (12/2007)
HB 4350.3 Rev 1

Ch – Ch – Ch – Ch - Changes : 202C

Changes to the 50059 include:

•Added space for the Effective Date of the last full certification (AR, MI, IC or IR).

•Added space for the last full cert type.

•Added space for Student Status

•Added space for Basic Rent, for 236 properties

•Added a second 50059 - 50059-A. After 202C is implemented, all partial certs (Move-outs, Unit Transfers, GRC's and Terminations) will print on the 50059-A.

Ch – Ch – Ch – Ch - Changes : 202C

Partial Certification

1. Name of Project		2. Project Number	3. Subsidy Type	4. Contract Number	5. Transaction Type
6. Head of Household (Last, First, Initial)			7. Unit Number	8. No. of Bedrooms	9. Effective Date
10. Head ID Code (SSN)		11. Head Birth Date	12. Building ID		13. Anticipated Voucher Date

Move Outs	Gross Rent Changes and Unit Transfers
14. Move Out Code _____ 15. Date of Death of Sole Member _____	18. Prev. Unit No. (UT's only) _____ 19. Contract Rent _____ 20. Utility Allowance _____ 21. Gross Rent _____ 22. Total Tenant Payment _____ 23. Tenant Rent _____ 24. Utility Reimbursement _____ 25. Assistance Payment _____ 26. Security Deposit _____
Terminations	
16. Termination Code _____ 17. Description _____	

Signatures

Head of Household	Date	Owner/Agent	Date

Ch – Ch – Ch – Ch - Changes : 202C

Use of the 50059 – A:

•Rules have not changed concerning signatures on the 50059-A. For example, no signature will be needed for a Move-out or Termination, or Gross Rent Change where the Tenant Rent is unchanged.

Ch – Ch – Ch – Ch - Changes : 202C

Other Changes to the 50059 include:

- TTP, TR and Assistance payment rounding rules have been clarified and changed in TRACS, so that $1 rounding differences should no longer occur.

- A rent calculation spreadsheet has been developed and is available, which has exactly the correct rounding algorithms.

Ch – Ch – Ch – Ch - Changes : 202C

- New Voucher form:

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 0000-0000
(00/00/0000)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guilde. See the statements on the form HUD-52670 for information on public burden.

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:		3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:

6 Head of Household Name Last, First, Initial	7 Unit Number	8 Unit Size	9 Contract Rent	10 Util. Allow.	11 Gross Rent	12 Income Code	Turnover Data		Recertification Data		15 Change Code	Tenant Assistance Payment	
							13a. Code	13b. Mo./Day	14a. Effective Date	14b. First Reminder Notice Date		16a. Requested	16b. Approved (HUD/CA use only)

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 0000-0000
(00/00/0000)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 for information on public burden.

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:

6 Head of Household Name Last, First, Initial	7 Unit Number	8. Adjusting Certification					9 Adjustment Period	10. Calculation Detail						11a Requested	11b Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert. Type	Effective Date	Asst. Pmt.		Beginning Partial Month		Full Months		Ending Partial Month			
								No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate		

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 0000-0000
(00/00/0000)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 for information on public burden.

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. IFHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
6 Misc. Request Type	7 Comment		8a Amount Requested	8b Approved (HUD/CA use only)

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 0000-0000
(00/00/0000)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 for information on public burden.

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. IFHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:

6 Claim Type Code	7 Claim ID	8a Amount Requested					8h Approved (HUD/CA use only)
		Unpaid Rent	Damages	Rent-Up Vacancy	Regular Vacancy	Debt Service	

Ch – Ch – Ch – Ch - Changes : 202C

- New Voucher form, adjustments:

- The format of adjustments will be quite consistent, in all software packages.

- The adjustment format is entirely different.

Head of Household	Unit Number	Prior or New Billing?	New Cert?	Cert. Type	Effective Date	Asst. Pmt.	Adjustment Period		Beginning Partial Month		Full Months		Ending Partial Month		Requested
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate	
Normal MI	101	New	Y	MI	10/12/07	$350	10/12/07	11/30/07	20	$11.29	1	$350			$576
Normal MO	102	Prior		AR	7/1/07	$500	10/1/07	11/30/07			2	$500			($1,000)
Normal MO	102	New		AR	7/1/07	$500	10/1/07	10/4/07	4	$16.13					$65
Normal MO	102	New	Y	MO	10/4/07	$0	10/5/07	11/30/07	27	$0.00	1	$0			$0
Normal TM	103	Prior		IR	3/1/07	$125	10/1/07	11/30/07			2	$125			($250)
Normal TM	103	New		IR	3/1/07	$125	10/1/07	10/15/07	15	$4.03					$60
Normal TM	103	New	Y	TM	10/15/07	$0	10/16/07	11/30/07	16	$0.00	1	$0			$0
DS Term.	104	Prior		MI	9/18/07	$380	9/18/07	11/30/07	13	$12.67	2	$380			($925)
DS Term.	104	New	Y	TM-DS	9/18/07	$0	9/18/07	9/30/07	13	$0.00					$0
DS Term.	104	New	Y	IC	10/1/07	$380	10/1/07	11/30/07			2	$380			$760
Normal UT	105	Prior		AR	7/1/07	$318	10/1/07	11/30/07			2	$318			($636)
Normal UT	105	New		AR	7/1/07	$318	10/1/07	10/12/07	12	$10.26					$123
Normal UT	105	New	Y	UT-O	10/12/08	$0	10/13/08	11/30/08	19	$0.00	1	$0			$0
Normal GR	106	Prior		AR	2/1/07	$415	8/1/07	11/30/07			4	$415			($1,660)
Normal GR	106	New		AR	2/1/07	$415	8/1/07	8/11/07	11	$13.39					$147
Normal GR	106	New	Y	GR	8/12/07	$418	8/12/07	11/30/07	20	$13.48	3	$418			$1,524
Mult. Corrections	107	Prior		AR	2/1/07	$220	2/1/07	3/17/07			1	$220	17	$7.35	($353)
Mult. Corrections	107	Prior		GR	3/18/07	$230	3/18/07	8/11/07	14	$7.42	4	$230	11	$7.42	($1,106)
Mult. Corrections	107	Prior		GR	8/12/07	$232	8/12/07	8/31/07	20	$7.48					($150)
Mult. Corrections	107	Prior		IR	9/1/07	$250	9/1/07	11/30/07			3	$250			($750)
Mult. Corrections	107	New	Y	AR*	2/1/07	$230	2/1/07	3/17/07			1	$230	17	$7.42	$356
Mult. Corrections	107	New	Y	GR	3/18/07	$232	3/18/07	8/11/07	14	$7.48	4	$232	11	$7.48	$1,115
Mult. Corrections	107	New	Y	GR	8/12/07	$234	8/12/07	8/31/07	20	$7.55					$151
Mult. Corrections	107	New	Y	IR*	9/1/07	$252	9/1/07	11/30/07			3	$252			$756
Normal UT	108	New	Y	UT-I	10/13/07	$323	10/13/07	11/30/07	19	$10.42	1	$323			$521

Ch – Ch – Ch – Ch - Changes : 202C

• Resources

• HUD Web site > TRACS Home Page > TRACS 202C Final Industry Specifications Draft Documents

• http://www.hud.gov/offices/hsg/mfh/trx/doc/tracs202cfinalspec.zip

• The downloadable zip file contains many documents. The ones you may find really useful in day-to-day work include:

  • A Microsoft Word doc containing Chapter 4 of the new TRACS MAT guide.

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Attachment 1_MAT_Chap04_202C.doc - Microsoft Word

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| followed by a Move-In transaction.) | | | | existing unit/contract. Submit a Move-In transaction with updated values to establish tenant in new project, contract, and unit. |
| | | | | ~~If the transfer is being done as a reasonable accommodation for a person with a disability, the Do Not Check Eligibility flag should be set.~~ |

How to correct a Move-Out:

Once a Move-Out (MAT40) transaction for a household has been processed, both 'Move-Out Date' and 'Move-Out Code' can be corrected by submitting a subsequent Move-Out (MAT40) transaction with new values for one or both of these fields.

A Headquarters (HQ) move-out can be corrected in the same manner. Often a user wishes to change the 'Move-Out Date' for an HQ Move-Out to replace the TRACS determined Move-Out Date with another value. Please note that TRACS currently does not allow the new Move-Out Date to be greater than the Headquarters (HQ) move-out date. Under TRACS version 2.0.2.C the move-out will be accepted and the new property will be notified and expected to charge market rent from the original new property move-in date through the move-out date from the old property. The new property is expected to terminate the tenant effective on the move-in date using the new DS termination code. It is not clear what penalty would apply to a household moving in to a PAC or PRAC property.

What to do after receiving an HQ move-out message:

If you receive an HQ123 message indicating that one of your tenants has moved in to another subsidized property you should investigate immediately. If you believe that your tenant is still in residence, determine the facts. If the tenant has given notice, you should submit a move-out effective on the actual move-out date. If the tenant has not given notice, determine whether you are dealing with a skip or whether the tenant is planning to move but has not given notice. There have been cases where a tenant on a waiting list in another property has been moved in by mistake, so do not assume that an actual move-in has occurred. In all cases, the move-out record should record the actual move-out date or the date on which you gain possession of the unit in the case of a skip.

If you receive an ~~HQxxx~~ MA003 ~~(Note: message number not yet known)~~ message indicating that one of your recently moved-in tenants has moved out from another subsidized property after your move-in date, perform the following:

Page 2   Sec 1   2/21   At   Ln   Col   REC TRK EXT OVR

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Ch – Ch – Ch – Ch - Changes : 202C

TRACS Release 2.0.2.C   MAT User Guide - Chapter 4: TRACS Operating Tip

1. Verify with the other property, that the move-out date is correct and in agreement with the examples in the table below. You should charge the tenant market rent starting with the original move-in date and through the move-out date indicated in the HQxxx MA003 message.

2. Next, terminate the tenant effective on the move-in date using the new DS termination code to indicate that no subsidy is earned for the termination day.

3. Finally, perform an initial certification effective the day after the effective date of the move-out from the former property to establish the start of subsidy in the new property.

4. You should also submit an adjustment, on the next voucher, refunding subsidy from the original move-in effective date through the day prior to the new move-in date.

NOTE: To avoid these situations, owner/agents are expected to use the EIV query allowing you to see if an applicant is living in another subsidized property. A positive response allows you to coordinate the MO and MI dates appropriately. If the tenant is moving in shortly before the MO from the old property, the MI should be done at market rent. The day after the MO from the old property, an IC should be processed moving the tenant to subsidy.

Move-Out/Move-In Scenarios

	Old Property			New Property	
Notice	Actual MO Date	Reported MO Date	Last day of subsidy	Actual MI Date	First day of subsidy
30 Days	12/31	12/31	12/31	12/31**	1/1
30 Days	12/31	12/31	12/31	1/1	1/1
30 Days	12/31	1/1 or later*	12/31	1/1	1/1
30 Days	12/31	12/31	12/31	12/25**	1/1
Skip-No notice	12/31 = Date Management Takes Possession of Unit	12/31	12/31	12/25**	1/1
0-29 Days	12/31	12/31	12/31	12/31**	1/1
0-29 Days	12/31	12/31	12/31	1/1	1/1
0-29 D...	12/31	1/1 or later*	12/31	1/1	1/1

Ch – Ch – Ch – Ch - Changes : 202C

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How to split a household or move a household member to another household:

These are cases where what was formerly a single household becomes two households or where two existing subsidized households exchange one or more members.

Examples of situations covered are similar to the following:

- Head and Spouse decide to separate and one or the other moves into a subsidized unit in the same or different property establishing a new household.

- Another family member moves into a subsidized unit in the same or different property. This could be the adult child of the head, an unrelated member, the parent of the head or some other relationship to the head.

- A dependent child, who qualifies as an emancipated minor, moves into a new or existing subsidized unit.

- A dependent child, qualifying for the $480 deduction, moves to another subsidized unit. (This will be edited in 202C)

The Handbook currently allows one case of simultaneous occupancy in two subsidized units—that is where two households share custody of a dependent. In those situations, the dependent may appear on both certifications but only one household is entitled to a dependent allowance. The examples and guidance given here do not apply to this situation unless the dependent is permanently leaving one household in favor of the other.

In order to resolve the conflict between the Handbook rules for interim certifications and the prohibition against double dipping, policy has approved the use of an immediately effective interim certification as a way to avoid double dipping and to allow the household member or members establishing a new residence or becoming part of an existing residence to start receiving subsidy immediately. This can be looked at as an exception to the rule requiring the notification of any change of rent to occur on the first of the month and balances the need for the new household to receive subsidy timely and the former household to receive notice of a rent change.

If a new subsidized household is being established, the following transactions must be submitted to TRACS to prevent double dipping (assume that the MI date is 1/15 for the member or members establishing a new household):

Ch – Ch – Ch – Ch - Changes : 202C

Attachment 1_MAT_Chap04_202C.doc - Microsoft Word

Submitting Data for Market Rate Tenants:

Housing does not have the authority to require the submission of certification data for market rate tenants. Market tenants are defined as unsubsidized tenants. These would include Section 8, RAP, Rent Supplement and 202 PAC households who are not receiving subsidy (subsidy = $0) along with Section 236 and BMIR tenants who are paying market rent. Such households are not required to recertify unless they want to begin receiving or return to receiving subsidy. Section 202 and 811 PRAC tenants, because of the unique rules of the program, are never considered market tenants even when they are paying more than the contract rent (subsidy is negative). Therefore certifications are required for all PRAC tenants whether subsidy is positive, negative or zero.

December 2007   4-6

TRACS Release 2.0.2.C   MAT User Guide - Chapter 4: TRACS Operating Tip

With the exception of MAT15 address records, TRACS is not programmed to accept certification records for market tenants. It will fatal certifications with $0 subsidy for Section 8, RAP, Rent Supplement and 202 PAC households.

A tenant who changes from subsidized to market status MUST be terminated and the termination record must be sent to TRACS or the CA. The fact of the termination will be recorded on the voucher (if applicable for the subsidy type) for one month per the requirements for vouchering. After that month the household will not be listed on the regular tenant assistance portion of the voucher.

A tenant who changes from market to subsidized status MUST qualify for subsidy through the submission of an initial certification.

As an example, during the annual recertification process a Section 8 household's income is found to have increased such that subsidy would be $0. No AR certification is submitted showing $0 subsidy. Instead a termination (TM) is sent to TRACS effective the day before the recertification date. Eight months later, the household reports a decrease in income such that they could re-qualify for subsidy. Assuming that a subsidized slot is available, the owner/agent would qualify the tenant and submit an initial certification (IC) and resume vouchering for the tenant.

Page 6   Sec 1   6/21   At   Ln   Col   REC   TRK   EXT   OVR

Ch – Ch – Ch – Ch - Changes : 202C

.…and much, much more.

HUD Web site > TRACS Home Page > Documents > TRACS 202C Final Industry Specifications Draft Documents
(http://www.hud.gov/offices/hsg/mfh/trx/doc/tracs202cfinalspec.zip) also contains:

The calculation spreadsheets I previously referred to, including:

- Adjustment Calculations

- ..\202C Documents\AdjustmentCalculations-TRACS 202C.xls

Ch – Ch – Ch – Ch - Changes : 202C

The calculation spreadsheets I previously referred to, including:

- Tenant Rent Calculator..\202C Documents\Calculating Tenant Rent-TRACS 202C.xls

- Non Citizens Rule Prorations

- ..\202C Documents\Non Citizen Rule Prorations-TRACS 202C.xls

Ch – Ch – Ch – Ch - Changes : 202C

- Special Claims rounding:

- [..\202C Documents\SpecialClaimsRounding-TRACS 202C.xls](..\202C Documents\SpecialClaimsRounding-TRACS 202C.xls)

- The Certification Timing document I showed earlier:

- [..\202C Documents\Vouchers in TRACS 202C.doc](..\202C Documents\Vouchers in TRACS 202C.doc)

Ch – Ch – Ch – Ch - Changes : 202C

- Finally, there are usually some "interesting events" which occur every time HUD makes significant changes to TRACS, so stay tuned and…

- PAY ATTENTION TO YOUR ERROR MESSAGES!